



RESIDENTIAL REPAIRS PERMIT GUIDELINES

BACKGROUND

Residential Repairs Permits are required for repairs that involve only replacement of existing structural members and other building elements.

EXEMPTIONS

Permits are **NOT** required for:

- Painting, papering, tiling, carpeting, cabinets*, counter tops and similar finish work including the repair of damaged gypsum board that is not part of a fire-rated assembly
- Interior trim and similar finish work
- Wood or metal fences less than 8 feet tall
- Wood Floors
- Uncovered detached decks under 30 inches
- Repair of exterior wood fascia, trim, and soffits
- Siding that does not exceed 128 square feet and is not part of a fire-rated assembly.
- Roof covering that does not exceed 100 square feet.

*Although cabinets are not required to be permitted, *any replacement of plumbing fixtures or electrical fixtures **will require permits***.

APPLY FOR THE PERMIT

- Step 1** Complete the [Building Permit Application](#) and the [Residential Repair Spec List](#). Applications are located behind the Information Desk at the entrance lobby.
- Step 2** Obtain a ticket by selecting *Permits → Building Construction Permits → Express* from any of the four kiosks located by the entrance. A Customer Service Representative will assign a project number.
- Step 3** Obtain a ticket by selecting *Plan Review → Building Plan Review → Residential and/or One Stop Plan Review* from the kiosk and proceed to the *One Stop Section* on the third floor.
- Step 4** A Plan Analyst will review the Repairs Spec List to ensure repairs are for replacing like-for-like building elements and compliance with applicable codes.
- Step 5** Once approved, the Plan Analyst or a Customer Service Representative will create a sales order.
- Step 6** Proceed to the cashiers' booth on the first floor to pay the sales order and receive your permit.
- Step 7** If the project involves plumbing, electrical, or HVAC work, each licensed contractor must purchase a separate permit for that portion.*

SCHEDULE INSPECTIONS

- Step 8** Inspections must be scheduled before any drywall is replaced. See the back of the permit for inspections schedule. (*Note: If work within walls is covered without inspections, the drywall must be removed before permit can be finalized.*)
- Step 9** Once all work is completed, schedule final inspections by contacting the *Structural Inspections Section* at 832-394-8840. NOTE: All permits must be finalized.

* For information regarding plumbing and HVAC homeowner permits, contact the appropriate Inspections group.